

JOLIET  
JUNIOR COLLEGE  
*Bulletin*



*Elmer W. Rowley*

1947-1948  
JOLIET, ILLINOIS



# JOLIET JUNIOR COLLEGE

*Bulletin*



*Published by*  
BOARD OF EDUCATION  
Joliet Township High School and Junior College

JOLIET, ILLINOIS  
1947-1948



IRA D. YAGGY, *Dean*

CHAIRMAN OF COLLEGE ADMINISTRATIVE COMMITTEE 1912-1926

DEAN OF COLLEGE 1926-1947

In addition to his untiring efforts in behalf of Joliet Junior College he has taken an active interest in State and National Organizations. He is a Charter Member of the Illinois Association of Junior Colleges, a member of the Board of Control of Junior College Athletic Competition, and a member of the Executive Committee of the North Central Association of Junior Colleges.

He retires in June, 1947, and will be succeeded by Mr. Elmer Rowley.

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## JOLIET JUNIOR COLLEGE

Joliet Junior College is the oldest existing public junior college in the United States. It has been offering a college grade of work since the year 1901. It is accredited by the North Central Association of Colleges and Secondary Schools, by the University of Illinois, and by the Illinois Superintendent of Public Instruction. The master's degree, awarded in a university of recognized standing, is a minimum professional requirement for all instructors.

Although housed in the same building with the Joliet Township High School, the Junior College maintains separate library and laboratory facilities which compare favorably with those found in the good four-year institutions in the Middle West. The Library contains approximately 12,000 volumes and receives regularly about 45 magazines and newspapers. The gymnasium facilities for both men and women are of the best. Individual lockers are provided each student in the corridors, the gynasium and the laboratories. A large cafeteria provides wholesome food at cost for all individuals in the school.

A recently modernized Health Department provides excellent facilities for first aid, health consultation, physical exams for all participants in athletics, and guidance service for students interested in Nursing.

The Joliet Junior College offers a wide variety of liberal arts and pre-professional courses. Admission to the upper division of the University of Illinois and to almost all other colleges and universities in the United States is granted upon completion of the required courses in each curriculum. Special work on the college level for nurses in one of the local hospitals is provided. Two-year work in a variety of fields is offered for those students who do not desire to complete four years of college work.

A Summer Session offers an opportunity for more rapid advancement and work in specialized courses. The session begins on the Monday following the close of the second semester in June and continues for eight weeks. Class periods are double length and a student may secure as much as 8 or 10 semester hours credit. Any of the regular courses and some

specialized subjects, as in the field of education, will be given if enrollment is sufficient.

Late afternoon and evening classes are available during the regular school year, not only in regular subjects but also in vocational and hobby or special interest fields. Opportunity is given in these classes to the adults of the community to continue growth in both cultural and vocational fields. Courses in photography, agriculture, vocational shop, chemistry, and commercial and secretarial work are among the most popular. It is possible for a qualified student to secure credit toward graduation from Joliet Junior College for some of these courses.

Joliet Junior College also sponsors extra-mural courses given by the Division of University Extension of the University of Illinois. These courses give either undergraduate or graduate credit at the University of Illinois, and offer an excellent opportunity to adults of the community for work beyond the junior college level.

## STUDENT ACTIVITIES

Extra curricular activities of many types are encouraged. The student interested in athletics, dramatics, music, photography, astronomy, mineralogy, chemistry, and the like finds opportunity for participation and self-expression in many organized activities and clubs which feature the hobby of one's choice. All of these activities have an educational value and contribute to effective participation in the manifold responsibilities of democratic citizenship.

**STUDENT COUNCIL.** The Student Council was organized for the purpose of bringing about a closer cooperation between the student body and the faculty. The Student Council is composed of the President, Vice-President, and the Secretary-Treasurer of the Sophomore Class, the same officers of the Freshman Class, and one representative from each of the recognized clubs and organizations of the College.

At the beginning of the year, the Council elects its own officers and, with the approval of the Dean, a Faculty Advisor. The Council meets every two weeks with the Faculty Advisor and Dean to discuss current problems confronting



the student body. It has power to make recommendations on school matters to the faculty; to direct the social activities of the college; and to recommend the disbursement of the activity fee.

**DRAMATICS.** The annual college play, given usually in the latter part of the first semester, offers an opportunity for students interested in dramatics. All phases of the production are handled by the college students under the direction of the dramatics coach, and students are invited to try out for parts.

**CHOIR.** The Junior College Choir is an organization of young men and women interested in vocal music, who are willing to devote three hours each week to serious study and performance of good classic song literature. Public performances are presented at student assemblies and on other similar occasions. Admission to the choir is by individual tryout at the beginning of each semester. Credit toward graduation may be secured for this activity. (See Music 6.)

**MEN'S GLEE CLUB.** The Men's Glee Club meets twice a week for the study and production of the best in men's choral music. Individual tryouts for admission are held at the beginning of each semester. (For credit toward graduation see Music 7.)

**THE J. C.** The College Annual, the *J. C.*, first published in 1933, is a member of the National Scholastic Press Association, and received the second class rating on the 1935 edition. The annual provides a valuable and interesting record of the students' life in the Junior College. Membership on the production staff is composed of volunteers from the student body and provides good training in the field of journalism and in the making of personal contacts.

**THE BLAZER.** The *Blazer*, the official school paper, is edited and published by a staff chosen from the student body, under the sponsorship of a member of the faculty. The paper offers many opportunities to those interested in journalism and publications. On the staff are students with writing, business, or executive ability. There are eight issues of the paper each semester and a subscription is included in the activity fee.



**"BLAZER" STAFF**

**THE JOLIET MINERALOGISTS.** This is the oldest adult geology club in the Middle West and is open to college students for full membership. Lecture meetings are held bi-monthly, October through May, and are supplemented by summer field trips. Students in geology and geography, especially, are urged to join the club and attend these lectures which should stimulate their interest in the various earth sciences.

**ASTRONOMICAL SOCIETY.** The Joliet Astronomical Society, organized in 1932, meets monthly from October to May. Its program consists of lectures and demonstrations by faculty members and by prominent astronomers who appear as guest speakers. The society aims to contribute to the cultural life of the community by offering an opportunity for the study and discussion of the methods and theory of modern astronomy and astro-physics. Membership is open to all students and faculty of the college.

**INTERCOLLEGIATE ATHLETICS.** Joliet Junior College is a member of the Illinois Junior College Conference which is composed of most of the Junior Colleges in Illinois. This conference, through a Board of Control composed of faculty representatives from each member school, fixes the standards of eligibility for all its members in all sports. Each year Joliet is represented in conference competition in basketball, tennis, golf, and baseball, and possesses a large number of trophies won in conference tournaments. Five of these trophies represent state championships in basketball for the seasons 1933, 1934, 1935, 1938 and 1941.

The "J" is a coveted award and means that the student has successfully carried his college work and shown outstanding ability as an athlete. Cooperation with the members of the team, the coach and loyalty to the school are also requirements for the award.

In addition to intercollegiate athletics, a variety of intramural sports are open to all men.

**W. A. A.** The Women's Athletic Association of Joliet Junior College offers a sports and rhythmic program for a wide range of interests. The emphasis is placed on wholesome recreation rather than intensive participation.

Every Junior College woman automatically becomes a



GOLF TEAM

member of the W. A. A. and maintains an active membership by participating in the various sport and rhythmic activities. Committees, officers, and sports heads are chosen from the active membership.

Numerals and letters are awarded to girls who have participated in 5 and 10 seasons of activities respectively. The activities included in the W. A. A. schedule are:

Archery	Fencing	*Table Tennis
Ballet	Golf	Tap
*Badminton	Modern Dance	Tennis
Softball	Riding	*Volleyball
Basketball	*Shuffleboard	
*Bowling	Swimming	

Some of the social activities of the W. A. A. include a Dad-Daughter Sport Nite, Mother-Daughter Tea, Annual Informal Dance, snow and roller-skating parties, hay-rack rides, and invitational sport nights. It is the policy of the W. A. A. to plan at least one social event each month.

The Woman's Athletic Association is affiliated with the American Federation of College Women whose main purpose is to promote interest in women's athletics and to foster fairness and clean sportsmanship.

An active membership in W. A. A. prepares the college woman for useful out of school leisure time activity.

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\*Coed Activities



## SCHOLARSHIPS AND AID FOR STUDENTS

**BOARD OF EDUCATION SCHOLARSHIPS.** The "Board of Education Awards" are given at the Annual Commencement exercises of the Joliet Township High School to the graduating boy and girl living outside Joliet Township, who have made the highest averages among such boys and girls respectively, over the four-year period in high school. Preference is usually given to pupils who have spent the entire four years in Joliet Township High School. These scholarships entitle the recipients to attend Joliet Junior College at the resident tuition rate instead of the non-resident rate.

The "Valedictory Scholarships" are granted by the Board of Education to the top ranking graduate of each of the four year secondary schools in Will County, Illinois, and entitle the recipient to attend Joliet Junior College at the resident tuition rate instead of the non-resident rate.

"Tuition-Work Scholarships" may be granted to a limited number of students who have made good scholastic records in high school and need financial assistance to continue in Joliet Junior College. Those receiving such awards are assigned work in offices or laboratories, where they may earn all or a portion of their tuition. Application for these scholarships should be made to the Dean of the Junior College.

**THEODORE ROBERT GERLACH MEMORIAL SCHOLARSHIP.** This scholarship, established in memory of Theodore Robert Gerlach, president and co-founder of Gerlach-Barklow Company, by his friends, provides \$100.00 for each of two years in Joliet Junior College and is awarded to a member of the graduating class of Joliet Township High School. The recipient must be outstanding in the life and activities of the school, give promise of doing a high quality of college work and of becoming a useful citizen and needful of financial aid to continue his schooling.

**OTHER SCHOLARSHIPS.** A number of other scholarships are made available from time to time to students in Joliet Junior College by interested groups of the community such as Kiwanis Club, Women of Rotary, Lions Club, Altrusa Club and others. These scholarships are usually awarded on the basis of financial need and outstanding qualities of leadership, scholarship, and character.



**BERTHA E. DENNING MEMORIAL FUND.** A fund, in memory of Miss Bertha E. Denning, former Dean of Girls, is available in short term loans to students of Joliet Junior College for the payment of fees and tuition and other expenses incidental to their work in Joliet Junior College. Applications for loans from this fund should be made to the Dean of the Junior College.

## **SCHOLARSHIPS AND LOANS TO GRADUATES**

**ROTARY SCHOLARSHIP.** The "Rotary Scholarship," established in 1926, is awarded each even numbered year to a young man graduated by Joliet Junior College to enable him to complete his education at the college or university of his choice. This award entitles the recipient to \$200.00 a year for each of two years, or a total of \$400.00. The requirements are (1) excellence in scholarship, (2) activity in the life of Joliet Junior College, (3) character, (4) promise of success, (5) financial need, (6) residence in Joliet Township, and (7) approval by the Rotary Club of Joliet. Recommendations for this scholarship are made by the Board of Directors of the Joliet College Loan Fund Association.

**JOLIET COLLEGE LOAN FUND.** This fund, amounting to over \$20,000, is available on long term loans to graduates of Joliet Junior College to enable them to continue their education at the college or university of their choice. The fund is administered by the Board of Directors of the Joliet College Loan Fund Association. No student may borrow more than \$300.00 in any one year nor more than a total of \$600.00. No interest is charged while the borrower is in school but interest at 5% per annum begins when the student leaves school. Applications for loans should be made as soon as the applicant knows he may need a loan. Application blanks may be obtained from the Secretary of the Association or from the Office of the Dean.



STUDENT COUNCIL

## AWARDS

**ROBERT M. ADAM AWARDS.** The Robert M. Adam Awards consisting of gold keys are given during Commencement week to the man and woman in each class who have made the highest semester averages for the year. To be eligible students must carry twelve or more semester hours of work exclusive of physical training each semester. A student may win the award only once.

## GENERAL INFORMATION

**REGISTRATION.** Classwork for the fall semester of the Junior College opens regularly on the Tuesday following Labor Day. Students unable to register in June should register the last week in August. Registration for the second semester will take place during the second week in January.

Registration will be considered tentative until (a) all fees have been paid, (b) high school credits have been received and approved, (c) a psychological test has been taken, (d) a physical examination has been taken.

**TUITION.** Residents of Joliet Township taking nine or more semester hours are required to pay a fee of \$35.00 per semester. A rate of \$4.00 per semester hour is made to resident students taking less than nine semester hours. Non-residents of Joliet Township who enroll for nine or more semester hours of work are required to pay a fee of \$100.00 per semester. Non-resident students who enroll for less than nine semester hours are required to pay at the rate of \$12.00 per semester hour.

A deposit of \$20.00 will be required of each student at the time enrollments are taken. The purpose of this deposit is to guarantee the student a place in the Junior College for the ensuing semester. This deposit is to apply on the tuition for the following semester, being considered as payment toward the first half of the semester, and is not refundable in case the student withdraws from the school, except in the case of veterans whose tuition is paid in full by the Veterans Administration, and also in the case of students who are recipients of tuition work scholarships. These refunds shall

be made at the end of the fourth week of each semester, provided eligibility is determined by the Dean.

If a resident student withdraws from school before the end of the semester, his \$20.00 deposit shall be forfeited and an additional charge of \$1.50 per week made for each week of attendance in the second half of the semester.

If a non-resident student withdraws from school before the end of the semester, his \$20.00 deposit shall be forfeited and an additional charge of \$5.00 per week for each week of attendance after the first four weeks of the semester.

**LATE REGISTRATION.** Students who are permitted to enter after the first week of the semester will be required to pay for tutoring in all work missed at the rate of seventy-five cents per class assignment. The tutoring fee must be paid in the Business Office before entering classes.

**LABORATORY FEES.** The fees and deposits for the laboratory courses in science are somewhat lower than those charged by most colleges and state universities.

Laboratory deposits are to cover breakage of apparatus. That amount not used to cover breakage will be returned at the end of the semester or when the pupil leaves college. Laboratory fees are to cover materials used and are not returnable unless the student withdraws during the first two weeks of the semester.

Refunds on deposits may be obtained from the Business Office at the end of each semester.

**FEES AND DEPOSITS.** Fees and deposits are payable at the time of enrollment each semester as follows:

Subject	Deposits	Fees
Chemistry 1 .....	\$2.00	\$5.25
Chemistry 2 .....	2.00	4.00
Chemistry 3, 5 .....	3.00	5.25
Chemistry 4, 6, 7 .....	3.00	4.00
Physics 1-2 .....	2.00	2.50
Surveying 1-2 .....	2.00	2.50
Botany 1-2 .....	2.00	2.50
Zoology 1-2 .....	2.00	4.00
Psychology .....		.50

General Engineering Drawing .....	1.00	1.00
Descriptive Geometry .....	1.00	1.00
Forge and Pattern Work .....	2.00	2.00
Machine Shop .....	2.00	2.50
Astronomy .....	2.00	2.00
Geology 1 .....	2.00	2.00
Geology 2 .....	1.50	1.50
Art .....		1.50
Student Activities .....		5.00
English Outlines .....		.50
Social Science Outlines .....		.25
Padlock .....	.50	.25
Cap and Gown .....		1.65

**STUDENT ACTIVITY FEE.** A fee of \$5.00 per semester is charged each student and entitles him to admission to all college sports events, the annual college play, and to all social and cultural activities as may be properly sponsored by the college, and to a subscription to the *Blazer*, the authorized college paper.

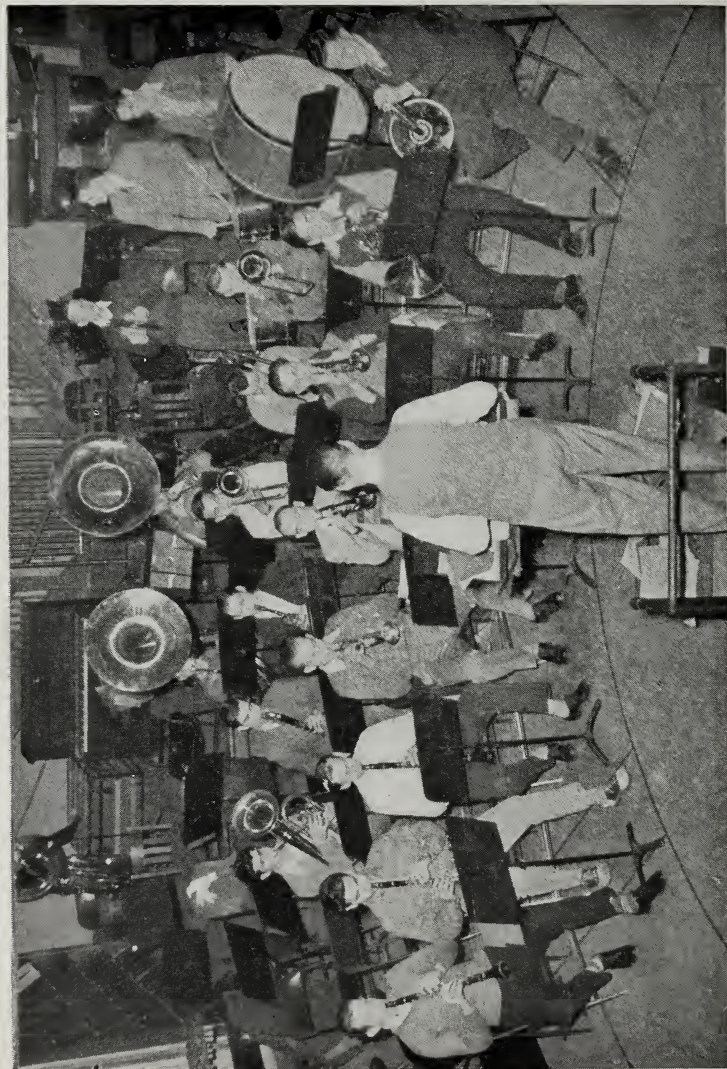
**PAYMENT OF FEES.** Students who have not paid or made satisfactory arrangements to pay their tuition and all fees and deposits during the first week of the semester will be dropped from class on Monday of the second week.

**AMOUNT OF WORK.** A normal schedule for students devoting their entire time to school work is 15 or 16 semester hours, exclusive of physical training. Part time students will be assigned work in accordance with the time they can devote to school duties. No additional outside work should be undertaken without the consent of the dean. *Students taking a full schedule should not undertake any outside work of any kind during their first semester in college.*

**SCHOLARSHIP.** Report cards are issued at the end of each semester. A, B, C, and D are passing grades. E indicates failure.

At the end of the sixth and the twelfth week of each semester, students whose work is D or below, are warned. If a student receives D or less in two subjects, a full statement of the student's work is sent to the student's parent or guardian.





PEP BAND



All absences from class appointments are to be accounted for to the Dean. If an absence is caused by personal illness, it will be marked *excused*; if caused by some factor over which the student has no control, e.g., blocked roads, needed at home, etc., it will be marked *absence accounted for*; if a cut, it will be returned to the instructor with *no credit* stamped on it. Instructors are requested to permit students to make up work because of illness, but in no case is a student permitted to make up work when a blank has been marked *no credit*. Instructors may use their judgment regarding permission to make up work when blanks have been marked *absence accounted for*.

Withdrawals from courses after the end of the first six weeks are recorded as failures in the student's record.

If a student, who is registered for a full program, fails to make a passing grade in six semester hours of work, he will be dropped from college. If he passes six hours but fails to pass eleven semester hours, he will be placed on probation the following semester; and, if during the semester for which he is on probation he fails to pass the required minimum of eleven hours, he will be dropped from the college. Students who have been dropped from college in accordance with these regulations will be re-admitted on probation after one semester has elapsed if they can satisfy the dean that a second trial will result in a marked improvement in scholarship. A student who has been dropped twice will not be re-admitted.

Students who have been dropped or put on probation because of poor scholarship at other institutions, will be placed on probation if permitted to register.

Students on probation are not eligible to represent the school in any contest or to hold office in any extra curricular activity or school organization whatsoever.

**HONORABLE DISMISSAL.** Any student leaving at any time after registration must return all locker keys, library books, etc., and must be formally dismissed from the institution. Students failing to obtain an honorable dismissal will not be recommended to other institutions.

**WITHDRAWAL FOR MILITARY SERVICE.** A student who withdraws during a semester and enters Military Service immediately may receive credit toward graduation from

Junior College for a course if he has carried the course for twelve weeks with a grade of not less than "C" and if he receives the recommendation of the instructor of the course and the dean for full credit.

Also, a student who finds it necessary to withdraw after seven weeks to enter Military Service may receive half credit for a course if it has been carried with a grade of not less than "C" and if he receives the recommendation of the instructor and the dean for half credit.

Credit granted students in accordance with this procedure may or may not be granted by other colleges.

TRANSCRIPTS. One transcript of college credits will be furnished free to the student. A fee of fifty cents will be charged for each additional transcript.

## REQUIREMENTS FOR ADMISSION

Entrance requirements for all pre-professional curriculums are intended to be identical with those of the University of Illinois.

FIFTEEN UNITS REQUIRED. Fifteen units of acceptable secondary school work are required, including the following:

I. Two majors and one minor, selected from Groups 1-5 below. One of the majors must be English. (See definitions of Unit, Major, and Minor below.)

II. A total of at least nine units from the fields of English, foreign language, mathematics, science, and social studies, including preparation amounting to a major or minor sequence in at least three different fields. (See Groups 1-5 below.)

III. All subjects prescribed for the curriculum which the applicant desires to enter.

IV. The six remaining units necessary for admission may be selected from any of the high school subjects which are accepted by an accredited school toward its diploma and which meet the standards for accrediting as defined by the University of Illinois. Fractional credits of the value of less than one-half unit will not be accepted. Not less than one

unit of work will be accepted in a foreign language, elementary algebra, plane geometry, physics, chemistry, or biology.

### Definitions

**UNIT.** A unit course of study in the secondary school is a course covering an academic year and including not less than the equivalent of 120 sixty-minute hours of classroom work. Two hours of work requiring little or no preparation outside the class are considered as equivalent to one hour of prepared classroom work.

**MAJOR.** A major consists of three unit courses in one field. (See special requirements for a major in each of the various fields as stated below.)

**MINOR.** A minor consists of two unit courses in one field. (See special requirements for a minor in each of the various fields as stated below.)

### Majors and Minors

The required majors and minors defined above may be selected from the following five groups:

(1) **ENGLISH.** (In all cases one major must be in English.) Only courses in history and appreciation of literature, composition (including oral composition when given as a part of a basic English course,) and grammar will count toward a major.

(2) **FOREIGN LANGUAGE.** Three units in one language constitute a major. Two units in one language constitute a minor.

(3) **MATHEMATICS.** Only courses in algebra, plane geometry, solid and spherical geometry, and trigonometry will be accepted toward a major or minor in this subject. (General mathematics may be accepted in lieu of algebra and geometry in courses when the content of the course is essentially the same as that ordinarily included in algebra and geometry.

(4) **SCIENCE.** (Including physics; chemistry; biology, or botany and zoology; general science, or physiology and phys-

iography; astronomy; and geology. The three units required for a major must include at least a total of two units chosen from one or more of the following subjects: physics, chemistry, botany, and zoology. Biology may be offered in place of botany and zoology. The two units required for a minor must include at least one unit from the above subjects.

(5) SOCIAL STUDIES. (Including history, civics, economics, commercial or economic geography, and sociology.) The three units required for a major must include at least two units in history. The two units required for a minor must include at least one unit in history.

# REQUIRED AND RECOMMENDED SUBJECTS FOR ADMISSION TO THE VARIOUS JUNIOR COLLEGE CURRICULUMS

Curriculum	Subjects Required for Admission	Subjects Recommended for Admission
Pre-Education Pre-Journalism Pre-Legal Liberal Arts and Sciences	English, 3 units (1) Language, 2 units (2)	Language, 3 units in one lan- guage instead of the required 2 units. Science, 2 units (including Bio- logy) Social Studies, 2 units.
Two-Year General Education	English, 3 units (1)	Same as Liberal Arts and Sciences.
Pre-Medical Pre-Dental	English, 3 units (1) Language, 2 units (2) Algebra, 1 unit Geometry, 1 unit	Mathematics, 3 units instead of the required 2 units (including Physics or Chemistry or both). Social Studies, 2 units. Science, 2 units.
Chemistry and Chemical Engineering	English, 3 units (1) Language, 2 units (2) Algebra, 1½ units Geometry, 1 unit	Language, 4 units (including 2 units in French and 2 units in German) Mathematics, 3 units instead of the required 2½ units. Science, 2 units (including Physics or Chemistry or both). Social Studies, 2 units.
Pre-Commerce	English, 3 units (1) Algebra, 1 unit Geometry, 1 unit	Advanced Algebra, ½ unit. Science, 2 units (including 1 unit with lab.)
Two-Year Business	English, 3 units (1)	Same as Pre-Commerce.
One-Year Secretarial	English, 3 units (1)	Same as Pre-Commerce.
Electrical and Civil Engineering	English, 3 units (1) Algebra, 1½ units (3) Plane Geometry, 1 unit Solid Geometry, ½ unit	Language, 2 units. Science, 2 units (including Physics or Chemistry or both). Social Studies, 2 units. Industrial Arts, 2 units.
Pre-Physical Education (Women)	English, 3 units (1)	Science, 3 units (including Bio- logy). Social Studies, 2 units. Health and safety education and participation in school programs of physical education and ath- letics.
Pre-Nursing	English, 4 units Language, 2 units (2) Algebra, 1 unit Geometry, 1 unit 5 units from Groups 1-5 (See Majors and Minors)	History and Civics. (Social Studies). General Science. Chemistry and Biology.

## NOTES

(1) **ENGLISH.**—Only courses in the history or appreciation of literature, and in composition (including oral composition when given as a part of a basic English course), and grammar, will count toward the three units in English required as a major for admission to all curriculums. Four units in English, while not required by any curriculum except the Pre-nursing, are recommended for all.

(2) **LANGUAGE.**—The foreign language requirement for admission to any curriculum is fulfilled by two units in any one of the following: German, French, Spanish, Italian, Latin, Greek. For some curriculums three units in one language are recommended, and for some it is advantageous to have four units in one language or a combination of languages. Less than one unit in a language is not acceptable for admission.

(3) **MATHEMATICS.**—In Engineering, where advanced algebra or solid geometry, or both, are required, students who have only one unit in algebra and one unit in geometry, and who meet all other entrance requirements, may be admitted on condition that the deficiency be removed during their first year. Where one unit in algebra and one unit in geometry are required for admission, general mathematics will be accepted if the content of the course is essentially the same as that ordinarily included in algebra and plane geometry. For all curriculums involving chemistry (to which one unit in physics or chemistry or  $2\frac{1}{2}$  units in mathematics are prerequisite,) students without credit in physics or chemistry who have only two units in mathematics will be required to take college algebra.

(4) **PRE-MEDICAL REQUIREMENT.**—A student entering the pre-medical curriculum as a freshman must have a scholarship rank in the upper half of his high school graduating class. A student transferring to this curriculum from another college or university must have a scholastic average in his collegiate work not less than 3.5.



## REQUIREMENTS FOR GRADUATION

The Joliet Junior College Diploma will be awarded to students completing one of the two-year curriculums outlined below. Sixty semester hours work exclusive of physical training are required in all curriculums. Permission to deviate from these curriculums will be granted by the dean in case other subjects more satisfactorily meet the individual objectives of the student.

## TRANSFER OF CREDIT

The Junior College was inspected and put on the accredited list by North Central Association of Colleges and Secondary Schools in 1917. Students who have satisfactorily completed courses in the Junior College are admitted without examination in the work completed by nearly all association members. Acceptance by this organization means, in general, acceptance anywhere in the United States, since no accrediting agency in the country has higher standards than the North Central.

The college is also accredited by the University of Illinois and by the Office of Superintendent of Public Instruction.

Students often lose credit when they transfer to other schools because they were unable to decide upon any particular line of work or upon any particular institution during their junior college career. Course requirements differ as greatly as institutional requirements; both should be known and planned for in advance or loss of credit will result.



A CAPELLA CHOIR

## JUNIOR COLLEGE CURRICULUMS

The Junior College Curriculums are outlined with special regard for the entrance requirements of the senior colleges of the University of Illinois and are intended to give the broad substantial foundation required to do successful work of a specialized nature in any higher institution.

### LIBERAL ARTS AND SCIENCES

#### First Year

First Semester	HRS.	Second Semester	HRS.
Eng. 1—Rhet. and Themes	3	Eng. 2—Rhet. and Themes	3
Language .....	4	Language .....	4
Hist. 1—Eng. History ....	3	Hist. 2—Eng. History ....	3
Science .....	5	Science .....	5
or		or	
Math. 0 or 2—Alg. or		Math. 3—Algebra .....	3
Trig. ....	2	Physical Training ½ or 1½	
Physical Training ½ or 1½			

#### Second Year

First Semester	HRS.	Second Semester	HRS.
Eng. 5—Eng. Literature..	3	Eng. 6—Eng. Literature ..	3
Language .....	4	Language .....	4
Physical Training ½ or 1½		Physical Training ½ or 1½	
Approved Electives		Approved Electives	
Pol. Science, Economics,		Pol. Science, Economics,	
Psychology, Speech, Art		Science, Sociology, Art	

Students expecting to receive a Bachelor of Arts Degree should plan their electives to meet the group requirements of the senior college they expect to attend.

## PRE-MEDICAL CURRICULUM

### First Year

First Semester	HRS.	Second Semester	HRS.
Eng. 1—Rhet. and Themes	3	Eng. 2—Rhet. and Themes	3
Chem. 3—Qual. Analysis	4	Chem. 4—Qual. Analysis	4
Zool. 1—Gen. Zoology	5	Zoology 2—Comparative	
Math. 0 or 3—Alg.	2 or 3	Anatomy	5
Physical Training $\frac{1}{2}$ or $1\frac{1}{2}$		Math. 2 or 3—Trig. or	
Approved Electives		Algebra	2 or 3
		Physical Training $\frac{1}{2}$ or $1\frac{1}{2}$	
		Approved Electives	

### Second Year

First Semester	HRS.	Second Semester	HRS.
Physics 1—Mechanics		Physics 2—Elect., Sound	
and Heat	5	and Light	5
Chem. 5—Quan. Analysis	5	Chem. 6—Organic Chem.	5
Physical Training $\frac{1}{2}$ or $1\frac{1}{2}$		Physical Training $\frac{1}{2}$ or $1\frac{1}{2}$	
Approved Electives		Approved Electives	

A reading knowledge of a modern Foreign Language is required by the Medical Schools—hence students should take two years of French, German or Spanish in Junior College unless part of the requirement has been met in high school.

Trigonometry is a pre-requisite to college Physics and should not be omitted from the work of the first year.

Medical Schools require a grade point average of 3.5 for entrance.

## PRE-DENTAL CURRICULUM

(See Pre-Medical Curriculum)

Quantitative Analysis and Language may be omitted from this Curriculum. A grade point average of 3.0 is required for entrance to Dental Schools.

## PRE-LEGAL CURRICULUM

### First Year

First Semester	HRS.	Second Semester	HRS.
Eng. 1—Rhet. and Themes	3	Eng. 2—Rhet. and Themes	3
Language .....	4	Language .....	4
Hist. 1—Eng. History ....	3	Hist. 2—Eng. History....	3
Math. or Science .....	3	Math. or Science .....	3
Acc'y 1—Prin. of Acc'y ..	3	Acc'y 2—Prin. of Acc'y... 3	
Physical Training ½ or 1½		Physical Training ½ or 1½	

### Second Year

First Semester	HRS.	Second Semester	HRS.
Econ. 3—Prin. of Econ... 3		Econ. 4—Prin. of Econ. .. 3	
Pol. Sci. 1—Fed. Gov't... 3		Econ. 5—Money and	
Speech 1 .....	3	Banking or Econ. 6 .... 3	
Physical Training ½ or 1½		Pol. Science 2—State and	
Approved Electives		Local Gov't. .... 3	
Science, Accountancy,		Physical Training ½ or 1½	
Literature, Language,		Approved Electives	
Psychology, Mathematics,		Science, Accountancy,	
Debate		Literature, Language,	
		Mathematics, Sociology,	
		Speech 2	

Students intending to enter the Law School of the University of Illinois should take ten hours of Mathematics and Physical Science (not less than five hours in any one of the two will be counted.)

If two years of Latin are not offered for entrance, Law Latin will be required at the University.

Students intending to enter the University of Chicago should omit Accountancy 2, 3, and 4 and Economics 5. They should plan to have a reading knowledge of a modern language before entering upon the law course. Modern language credits must be validated at the University by continuing the subject for at least one quarter.

# CURRICULUM IN CHEMISTRY AND CHEMICAL ENGINEERING

## First Year

First Semester	HRS.	Second Semester	HRS.
Chem. 3—Qual. Analysis.	4	Chem. 4—Qual. Analysis .	4
Math. 3—College Algebra	3	Math. 4—Analy. Geom...	5
Math. 2—Plane Trig. ....	2	Language—German .....	4
Language—German .....	4	Eng. 2—Rhet. and Themes	3
Eng. 1—Rhet. and Themes	3	Physical Training	½ or 1½
Physical Training	½ or 1½		

## Second Year

First Semester	HRS.	Second Semester	HRS.
Chem. 5—Quan. Analysis.	5	Chem. 6—Organic Chem.	5
Math. 5—Diff. Calculus. .	5	Math. 6—Integ. Calculus.	3
Physics 1—Mech. and Heat	5	Physics 2—Elect., Sound	
Physical Training	½ or 1½	and Light .....	5
		Mechanics—Analy. Mech.	3
		Physical Training	½ or 1½

Chemistry courses should not be chosen as electives. Suggested courses for electives are Zoology 1, Botany 1, Geology 1 and 2, English History, and French. Mechanics 1 may be omitted by students taking the Chemistry Curriculum.



## CURRICULUM IN ELECTRICAL ENGINEERING

### First Year

First Semester	HRS.	Second Semester	HRS.
Chem. 7—Gen. Industrial. . . . .	5	G. E. D. 2—Desc. Geom. . . . .	4
G. E. D. 1—Drafting . . . . .	4	Math. 4—Analy. Geom. . . . .	5
Math. 3—Algebra . . . . .	3	Eng. 2—Rhet. and Themes . . . . .	3
Math. 2—Trigonometry . . . . .	2	Physical Training $\frac{1}{2}$ or $1\frac{1}{2}$	
Eng. 1—Rhet. and Themes . . . . .	3	Electives	
Physical Training $\frac{1}{2}$ or $1\frac{1}{2}$			

### Second Year

First Semester	HRS.	Second Semester	HRS.
Math. 5—Diff. Calculus . . . . .	5	Math. 6—Integ. Calculus. . . . .	3
Eng. Shop 1—Pat. Work . . . . .	3	Eng. Shop 2—Mach. Shop . . . . .	3
Phys. 1—Mech and Heat. . . . .	5	Phys. 2—Elect., Sound	
Physical Training $\frac{1}{2}$ or $1\frac{1}{2}$		and Light . . . . .	5
Approved Electives		Mech. 1—Analy. Mech. . . . .	3
Economics, Pol. Science,		Physical Training $\frac{1}{2}$ or $1\frac{1}{2}$	
Surveying		Approved Electives	
		Economics, Pol. Science,	
		Surveying	

## CURRICULUM IN CIVIL ENGINEERING

### First Year

(See First Year in Elect. Engineering)

### Second Year

First Semester	HRS.	Second Semester	HRS.
Surv. 1—Plane Surveying. . . . .	3	Surv. 1—Higher Surveying . . . . .	3
Math. 5—Diff. Calculus . . . . .	5	Math. 6—Integ. Calculus. . . . .	3
Phys. 1—Mech. and Heat. . . . .	5	Phys. 2—Elec., Sound	
Physical Training $\frac{1}{2}$ or $1\frac{1}{2}$		and Light . . . . .	5
Approved Electives		Mech. 1—Analy. Mech. . . . .	3
Economics, Pol. Science		Physical Training $\frac{1}{2}$ or $1\frac{1}{2}$	
		Approved Electives	
		Economics, Pol. Science	

The work of the first two years in the Curriculums for Architectural, Mechanical, Railway Electrical, and General

Engineering Curriculum is almost identical with that of the Electrical Engineering Curriculum outlined above.

## PRE-JOURNALISM CURRICULUM

The following Curriculum is suggested by the Medill School of Journalism of Northwestern University:

First Year	
First Semester	Second Semester
HRS.	HRS.
Pol. Science 1—Fed. Govt. 3	Pol. Sci. 2—State and
Eng. 1—Rhet. and Themes 3	Local Gov't. .... 3
Science (Laboratory) .... 5	Eng. 2—Rhet. and Themes 3
Social Science ..... 3	Science (Laboratory) .... 5
Journalism 1 ..... 2	Social Science ..... 3
Physical Training ½ or 1½	Journalism 2 ..... 2
	Physical Training ½ or 1½

Second Year	
First Semester	Second Semester
HRS.	HRS.
Social Science ..... 3	Social Science ..... 3
Economics 3—Prin. of	Economics 4—Prin. of
Econ. .... 3	Econ. .... 3
Eng. 5—Eng. Literature . 3	Eng. 6—Eng. Literature . 3
Psychology 1—Gen. Psych. 3	Sociology 1 ..... 3
Physical Training ½ or 1½	Physical Training ½ or 1½
Electives ..... 10	Electives ..... 10

NOTE 1. Electives should be chosen in accordance with the degree requirements.

NOTE 2. The Medill School of Journalism offers four Curriculums: News — Magazine-Business Publication — Teacher's Sequence — Newspaper Business Sequence.

NOTE 3. Students may enter the Journalism School by way of the School of Commerce.

NOTE 4. Journalism 1, 2 hours; and Journalism 2, 2 hours; may be taken as an elective during the first year.

# PRE-EDUCATION CURRICULUM

## (Teacher Training Curriculum)

### First Year

First Semester	HRS.	Second Semester	HRS.
Eng. 1—Rhet. and Themes	3	Eng. 2—Rhet. and Themes	3
Hist. 5—Hist. of Civil. . . .	3	Hist. 6—Hist. of Civil. . . .	3
Educ. 1—Intro. to Educ. . .	3	Psych. 1—Gen. Psych. . . .	3
Art 1—Intro. to Art . . . . .	2	Art 2—Art Appreciation. . .	2
Botany 1—Gen. Botany . .	5	Zool. 1—Gen. Zoology . . .	5
Physical Training ½ or 1½		Physical Training ½ or 1½	

### Second Year

First Semester	HRS.	Second Semester	HRS.
Psych. 2—Educ. Psych. . .	3	Educ. 4—Educ. Tests and Meas. . . . .	3
Geog. 1—Prin. Human Geog. . . . .	3	Geog. 2—Econ. Geography	3
Pol. Sci. 1—Federal Gov't.	3	Pol. Sci. 2—St. and Local	3
or		or	
Econ. 3—Prin. of Econ. . .	3	Econ. 4—Prin. of Econ. . .	3
Music 1—Music Apprec. . .	2	Eng. 6—Eng. Literature . .	3
Eng. 5—Eng. Literature . .	3	Sociol. 1—Intro. to Sociol.	3
Phys. 1—Human Phy- siology and Hygiene . . .	5	Physical Training ½ or 1½	
Physical Training ½ or 1½			

Since four years of college work are now required for a Teacher's Certificate, such specialized courses as Practical Teaching, Public School Music and Public School Art will no longer be offered.

The above curriculum articulates well with the curriculums offered by our State Teachers Colleges.

## PRE-COMMERCE CURRICULUM

### First Year

First Semester	HRS.	Second Semester	HRS.
Eng. 1—Rhet. and Themes	3	Eng. 2—Rhet. and Themes	3
Science .....	3 or 5	Science .....	3 or 5
Acc'y 1—Prin. of Acc'y ..	3	Acc'y 2—Prin. of Acc'y ..	3
Math. 0 or 3—Alg. ..	2 or 3	Economics 2 .....	3
Economics 1 .....	3	Physical Training 1/2 or 1 1/2	
Physical Training 1/2 or 1 1/2			

### Second Year

First Semester	HRS.	Second Semester	HRS.
Econ. 3—Prin. of Econ. ..	3	Econ. 4—Prin. of Econ. ..	3
Acc'y. 3—Accountancy ..	3	Econ. 5—Money and Bank-	
Pol. Sci. 1—Fed. Gov't ...	3	ing or Econ. 6 .....	3
Eng. 8—Bus. Letter		Acc'y 4—Accountancy ...	3
Writing .....	2	Pol. Sci. 2—State and	
Speech 1 .....	3	Local Gov't .....	3
Physical Training 1/2 or 1 1/2		Physical Training 1/2 or 1 1/2	
Approved Electives		Approved Electives	
History, Language, Debate,		History, Language, Litera-	
Literature, Science,		ture, Science, Sociology,	
Psychology, Business Law		Speech 2, Business Law	

**ELECTIVES.** Electives for this course should be chosen so as to meet the following requirements: 8 hours English Literature or Foreign Language; 12 hours history and political science (not fewer than six in either will be counted in fulfilling this requirement); 10 hours science.

## PRE-PHYSICAL EDUCATION CURRICULUM (Women)

### First Year

#### First Semester

HRS.

History or Mathematics ..	3
Language .....	4
Eng. 1—Rhet. and Themes	3
Zool. 1—Gen. Zoology ...	5
Physical Training ½ or 1½	

#### Second Semester

HRS.

History or Mathematics ..	3
Language .....	4
Eng. 2—Rhet. and Themes	3
Zool. 2—Comp. Anat. ...	5
Physical Training ½ or 1½	

### Second Year

#### First Semester

HRS.

Chem. 1—Gen. Inorg.	
Chem. ....	5
Eng. 5—Eng. Literature ..	3
or	
Language .....	4
Psychology 1 .....	3
Physical Training ½ or 1½	
Electives .....	5

#### Second Semester

HRS.

Chem. 2—Gen. Inorg.	
Chem. ....	5
Eng. 6—Eng. Literature .	3
or	
Language .....	4
Sociology 1—Intro. to	
Sociol. ....	3
Physical Training ½ or 1½	
Physiology and Hygiene ..	5

NOTE. Men who plan to specialize in Physical Education should follow the Liberal Arts and Science Curriculum.

## TWO-YEAR GENERAL CURRICULUM

### First Year

#### First Semester

HRS.

Rhetoric 1 .....	3
Physiology and Hygiene ..	5
Physical Training ½ or 1½	
Approved Electives	

#### Second Semester

HRS.

Rhetoric 2 .....	3
Physical Training ½ or 1½	
Approved Electives	

### Second Year

#### First Semester

HRS.

Physical Training ½ or 1½	
Approved Electives ...	15-16

#### Second Semester

HRS.

Physical Training ½ or 1½	
Approved Electives ...	15-16

NOTE. This curriculum is designed to meet the needs of those students who do not plan to continue work in a senior

college or to enter a pre-professional or pre-commerce course, but who do wish to continue their formal education in the fields of general culture. To qualify for graduation from the Junior College, the student should choose his electives so as to include a minimum of 12 hours of science, including physiology and hygiene, and 12 hours of social sciences.

## TWO-YEAR BUSINESS CURRICULUM

First Year			
First Semester		Second Semester	
	HRS.		HRS.
English 1—Rhetoric . . . .	3	English 2—Rhetoric . . . .	3
Acc'y. 1—Prin. of Acc'y. . .	3	Acc'y. 2—Prin. of Acc'y. . .	3
Econ. 2—Intro. to Business	3	Econ. 3—Prin. of Econ. . .	3
Typewriting 1 . . . . .	3	Typewriting 2 . . . . .	3
Physical Training $\frac{1}{2}$ or $1\frac{1}{2}$		Physical Training $\frac{1}{2}$ or $1\frac{1}{2}$	
Approved Electives		Approved Electives	
Economic Geography		Science	
Mathematics		Mathematics	
Language		Language	
Stenography 1		Stenography 2	
		World Problems	
Second Year			
First Semester		Second Semester	
	HRS.		HRS.
Speech 1 . . . . .	3	Speech 2 . . . . .	3
Eng. 8—Business Letter		Eng. 9—Business Letter	
Writing . . . . .	2	Writing . . . . .	2
Office Practice 1 . . . . .	3	Office Practice 2 . . . . .	3
Business Law 1 . . . . .	3	Business Law 2 . . . . .	3
Physical Training $\frac{1}{2}$ or $1\frac{1}{2}$		Physical Training $\frac{1}{2}$ or $1\frac{1}{2}$	
Approved Electives . . . .	3-5	Approved Electives . . . .	3-5
English Literature		English Literature	
Language		Language	
Stenography 3		Stenography 4	
Adv. Econ. Principles		Econ. 5—Money and	
(Econ. 4)		Banking	
		Applied Psychology	
		(Psych. 3)	

NOTE 1. Entrance requirements: Graduation from high school, three years of English.



NOTE 2. This curriculum is designed for those students who do not expect to enroll in a senior college. However, most senior colleges will give full credit for all required courses except typewriting, stenography, and office practice.

## ONE-YEAR SECRETARIAL TRAINING CURRICULUM

First Semester		Second Semester	
	HRS.		HRS.
Stenography 1 .....	3	Stenography 2 ....	3
Office Practice 1 .....	3	Office Practice 2 .....	3
Acc'y. 1 .....	3	Acc'y. 2 .....	3
Eng. 8—Business Letter		Eng. 9—Business Letter	
Writing .....	2	Writing .....	2
Physical Training ½ or 1½		Physical Training ½ or 1½	
Approved Electives ....	3-5	Approved Electives ....	3-5
Speech 1		Speech 2	
Econ. 2—Intro. to Business		Econ. 3—Prin. of Econ.	
Bus. Law 1		Bus. Law 2	
Mathematics		Machine Calculation	
Economic Geography		Applied Psych. (Psych. 3)	

NOTE 1. Entrance requirements: High school graduation, 3 years of English, 1 year of typewriting.

NOTE 2. Stenography 3 and 4 may be substituted for Stenography 1 and 2 if one year of Stenography was taken in high school.

NOTE 3. This curriculum is designed to equip the student for vocational competency on the initial job.

## PRE-NURSING CURRICULUM

### First Year

First Semester	HRS.	Second Semester	HRS.
Chem. 1—Inorg. Chem. . .	5	Chem. 2—Inorg. Chem. . .	5
Foreign Language . . . . .	4	Foreign Language . . . . .	4
Eng. 1—Rhet. and Themes	3	Eng. 2—Rhet. and Themes	3
Physical Training $\frac{1}{2}$ or $1\frac{1}{2}$		Physical Training $\frac{1}{2}$ or $1\frac{1}{2}$	
Electives . . . . .	3	Electives . . . . .	3

### Second Year

First Semester	HRS.	Second Semester	HRS.
Eng. 5—Eng. Literature . .	3	Eng. 6—Eng. Literature . .	3
Foreign Language . . . . .	4	Foreign Language . . . . .	4
Psychology 1 . . . . .	3	Sociology 1 . . . . .	3
Zoology 1—Gen. Zoology .	5	Zoology 2—Comp. Anat. .	5
Physical Training $\frac{1}{2}$ or $1\frac{1}{2}$		Physical Training $\frac{1}{2}$ or $1\frac{1}{2}$	

IMPORTANT. The Evanston Hospital School of Nursing requires the second year to be taken at Northwestern University. Three additional years are required for the Combined Course leading to the B.S. Degree and Diploma of Graduate Nurse. During these three years maintenance is furnished by the Hospital, but the semester of study at the University included in this period necessitates tuition.

## NURSES' TRAINING COURSE

The policy of the college is to serve the local community and in accordance with that policy it has offered its facilities to the hospitals of the city. Much of the academic work in the Nurses' Training Course can be done satisfactorily in the Junior College.

At present the following courses are given in cooperation with The Silver Cross Hospital:

Elementary Chemistry

Foods and Nutrition

Anatomy and Physiology

## THE FUTURE OF THE COLLEGE

During the post-war years, Joliet Junior College doubtless will be called upon to provide educational services in connection with rehabilitation programs subsidized by federal funds. In addition, new terminal courses of a technical and vocational nature will be needed to provide training which will permit junior college graduates to go immediately into industry and business. These two new fields of service, together with the continuance of the fine pre-professional training for which the college has been distinguished during the past forty-six years, points to a new and important period in the life of the institution. The period will probably be characterized by the advent of state support for public junior colleges. The administration and faculty of the college are accepting this challenge and are contemplating with enthusiasm the task of meeting the increased and varied educational needs of Joliet's youth and adults.



"SHIELD" STAFF

## ACCOUNTANCY

**ACCOUNTANCY 1. ELEMENTARY ACCOUNTING**—This introductory course gives the student a working knowledge of the various steps in the accounting process. Transactions are analyzed and recorded in the various books of entry, postings are made to the ledger, trial balances are prepared, working sheets constructed, the income and expense statement and the balance sheet are made, and the ledger is closed. Depreciation reserves, controlling accounts, and adjusting entries are studied.

Prerequisite: None.

Credit: 3 hours. One semester.

**ACCOUNTANCY 2. ELEMENTARY ACCOUNTING**—The partnership and the corporation with the accounts and procedure peculiar to them, are the types of business organizations studied the second semester. Problems involving accounting for cash and commercial papers are solved. The voucher system, beginning manufacturing accounts, valuation reserves, and analysis of statements are included in the semester's work.

Prerequisite: Accountancy 1.

Credit: 3 hours. One semester.

**ACCOUNTANCY 3. COST ACCOUNTING**—Cost accounting procedure is introduced by finding exact costs for a departmental trading business. General accounting for the factory, process cost accounting, and job lot cost accounting are illustrated. Statements peculiar to a manufacturing business are prepared. The account-records as well as the forms of papers, necessitated by the handling of materials, labor and burden, are used in the solution of problems.

Prerequisite: Accountancy 2 or two years of high school bookkeeping.

Credit: 3 hours. One semester.

**ACCOUNTANCY 4.** Advanced accounting principles, working papers, closing the books, statements, partnership corporation, compound interest tables, assets, liabilities, funds and reserves, comparative statements, analysis of working capital, and miscellaneous ratios.

Prerequisite: Accountancy 3.

Credit: 3 hours. One semester.



## ART

ART 1. INTRODUCTION TO ART. An orientation course suited to the needs of all students. This course gives the student an opportunity to experience many forms of artistic expression: drawing, design, color, modeling, carving, various crafts.

Open to Freshmen.

Credit: 2 hours. One semester.

ART 2. ART APPRECIATION. This course is planned to give the student a comprehensive survey of the epochs in art, with emphasis upon the factors leading to contemporary art.

Open to both Freshmen and Sophomores.

Credit: 2 hours. One semester.

## ASTRONOMY

DESCRIPTIVE ASTRONOMY—An elementary course of lectures and laboratory exercises dealing with the earth as an astronomical body, the solar system, and recent investigations in solar research and in stellar astronomy. Students are directed in their reading of recent literature in these fields. Evening meetings are devoted to constellation study and telescopic observation. Credit is given for attendance at lectures at the Adler Planetarium of Chicago.

Credit: 3 hours. One semester.

## BOTANY

BOTANY 1. GENERAL BOTANY—This course is planned to give a foundation of botany for advanced work, and will also be accepted as part credit for pre-medical students. A study will be made of the properties and activities of protoplasm, developmental history, evolution of structure and function, relation to environment and classification from the lowest to the highest forms.

Credit: 5 hours. One semester.

BOTANY 2. This is a continuation of the work of the first semester of college botany. Study is made of the morphology, ecology and physiology of the lower groups of plants.

Prerequisite: Botany 1.

Credit: 5 hours.

## BUSINESS LAW

**BUSINESS LAW 1.** Includes a general survey of law; followed by a study of contracts, law of negotiable instruments, the law of sales, bailments, and insurance.

Credit: 3 hours. One semester.

**BUSINESS LAW 2.** The laws relating to business units; includes agency, partnerships and corporations, followed by a study of real property, wills, and bankruptcy.

Prerequisite: Business Law 1.

Credit: 3 hours. One semester.

## CHEMISTRY

**CHEMISTRY 1-2. GENERAL INORGANIC CHEMISTRY—**A thorough fundamental course in the chemistry of metals and non-metals.

Lectures, recitations, and laboratory work.

Credit: 10 hours. Two semesters.

**CHEMISTRY 3-4. QUALITATIVE ANALYSIS —** Ionization, mass action, properties of solutions of electrolytes, oxidation, reduction, etc., are thoroughly considered from the quantitative viewpoint. Numerous problems dealing with these topics are solved. Preliminary experiments with the metallic ions, involving the principles of equilibrium, are performed before analysis is undertaken. Laboratory work of the second semester includes analysis of alloys and simple minerals. Ability to handle logarithms and quadratics is essential.

Prerequisite: Chem. 1-2 or the equivalent.

Credit: 8 hours. Two semesters.

**CHEMISTRY 5. QUANTITATIVE ANALYSIS—**(a) Gravimetric Analysis: Determination of chloride and sulphur and complete analysis of limestone. (b) Volumetric Analysis: Acidimetry alkalinity, volumetric chloride also permanganate and dichromate methods. Numerous problems are solved. (c) Electrolytic Analysis.

Prerequisite: Qualitative Analysis.

Credit: 5 hours. One semester.

CHEMISTRY 6. ORGANIC CHEMISTRY—The aliphatic compounds and their derivatives and some aromatic compounds are studied. General methods of formation and relations between types of compounds are emphasized. This course covers the work of the first semester of a comprehensive year course and meets the needs of pre-medical students.

Prerequisite: Qualitative Analysis.

Credit: 5 hours. One semester.

CHEMISTRY 7. GENERAL INDUSTRIAL CHEMISTRY—Required course for engineers other than chemical. Those desiring more knowledge of chemistry may elect Chemistry 3 and 4.

Prerequisite: Chemistry 1 and 2 or the equivalent.

Credit: 5 hours. One semester.

NOTE: High school Chemistry of college grade is accepted: (1) as the equivalent of Chemistry 1-2 in the case of students in general academic courses; (2) as the equivalent of the first semester of general engineering Chemistry, to be followed by Chemistry 7; (3) as the prerequisite of Qualitative Analysis. These arrangements are possible only if, as before stated in this bulletin, high school chemistry is not offered for entrance credit.

This credit is tentative only and will be granted fully, only upon successful completion of the succeeding chemistry program.

## ECONOMICS

ECONOMICS 1. ECONOMIC HISTORY OF THE UNITED STATES—A survey of the developments of the agricultural, industrial and commercial life in the U. S. A study of the methods of production that have been used and of the economic institutions that have developed for satisfying the needs of the people. In this course, attention is given to the interaction that is taking place between industry, commerce, agriculture, and the government.

Credit: 3 hours. One semester.

ECONOMICS 2. INTRODUCTION TO BUSINESS—Survey of principles and practices from the point of view of the business

manager. A general view of business organization, management, labor problems, marketing, costs and price policies are units of the course.

Credit: 3 hours. One semester.

**ECONOMICS 3. PRINCIPLES OF ECONOMICS**—A general introductory course concerned with a study of the principles underlying the economic system, with emphasis on problems and principles of production, exchange, and consumption.

Credit: 3 hours. One semester.

**ECONOMICS 4. PRINCIPLES OF ECONOMICS**—A continuation of Economics 3, with emphasis on distribution and the problems of applied economics, including government, industry, labor problems, public utilities, taxation, the economic aspects of American agriculture, reform of the economic system, etc. Emphasis is placed on the practical application of economic principles.

Credit: 3 hours. One semester.

**ECONOMICS 5. MONEY AND BANKING**—This course deals with the principles of money, the gold standard, paper currencies, inflation, foreign exchange; the development of banking, credit and price control, national banks, investment banking and the Federal Reserve System. Considerable attention is given to the recent changes in our money and banking laws.

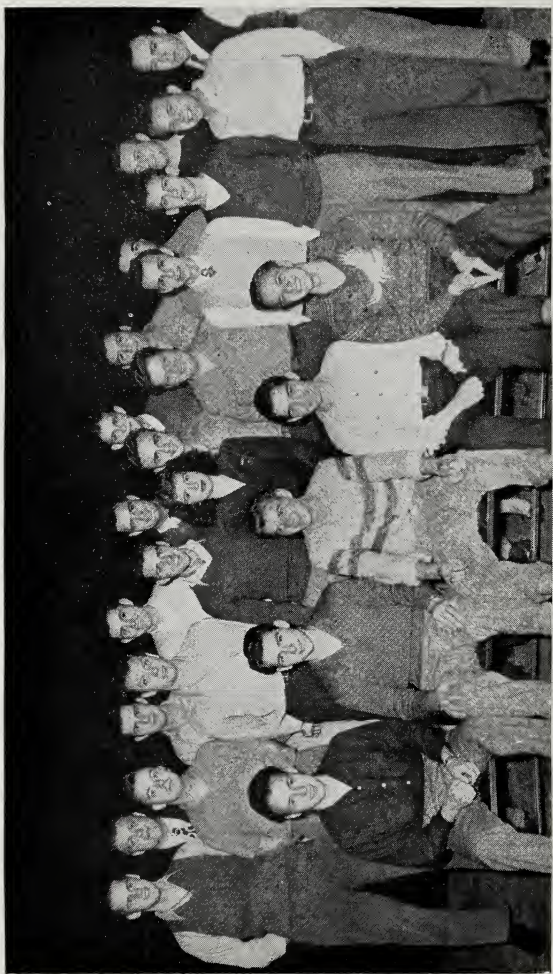
Prerequisite: Economics 3.

Credit: 3 hours. One semester.

**ECONOMICS 6. ELEMENTARY BUSINESS STATISTICS**—Methods of collection, presentation, and interpretation of quantitative economic data: averages, dispersion, index numbers, time series analysis and simple correlation. The data used is primarily related to business.

Prerequisite: Economics 3.

Credit: 3 hours. One semester.



MEN'S GLEE CLUB



## EDUCATION

EDUCATION 1. INTRODUCTION TO EDUCATION—An elementary course designed to introduce students to current educational theories, general school practices as shown through educational literature, and sources of educational literature and philosophy, and to offer prospective teachers a comprehensive view of the opportunity and responsibility in the field of teaching.

Credit: 3 hours. One semester.

EDUCATION 3. EDUCATIONAL METHODS—The aim of this course is to familiarize prospective teachers with methods of organizing and managing pupil groups and to acquaint teachers with the general methods of teaching the elementary school subjects. This course should better prepare students to do practice teaching.

Credit: 3 hours. One semester.

EDUCATION 4. EDUCATION TESTS AND MEASUREMENTS—This is an introductory course conducted on the laboratory plan. A brief survey of the testing movement is followed by a study of the several types of tests. Approximately fifty representative tests are studied with emphasis upon scoring and the tabulation and interpretation of results. Each student is required to keep a classified file of the tests used.

Prerequisite: Educational Psychology.

Credit: 3 hours. One semester.

EDUCATION 5. PUBLIC SCHOOL MUSIC—This course is designed primarily for Teachers. It consists of (a) notation and terminology; (b) sight reading; (c) methods and organization; (d) class room observation.

Credit: 2 hours. One semester.

EDUCATION 6. PUBLIC SCHOOL ART—Prepares students to teach drawing, construction and appreciation in connection with regular grade school work. Special emphasis upon progressive method and correlation of subject matter.

Credit: 2 hours. One semester.

## ENGINEERING

G. E. D. 1. ELEMENTS OF DRAFTING—Lettering; orthographic projection; working drawings, charts and diagram drawing, isometric, oblique, and perspective projections; sketching; drawings and tracings and methods of their reproduction.

Prerequisite: Plane Geometry.

Credit: 4 hours. One semester.

G. E. D. 2. DESCRIPTIVE GEOMETRY—Theory of projections. Solution of theoretical and practical problems involving size, shape, and relative position of common geometrical magnitudes such as points, lines, planes, curved surfaces and solids. Intersections, developments, shades and shadows.

Prerequisite: G. E. D. 1 and Solid Geometry.

Credit: 4 hours. One semester.

MECHANICS. ANALYTICAL MECHANICS—The mechanics of engineering rather than that of astronomy and physics. Force systems; equilibrium; centroids and center of gravity; friction; kinematics; problems; statement of conditions and use of data.

Prerequisite: Math. 5; registration in Math. 6.

Credit: 3 hours. One semester.

SURVEYING 1. PLANE SURVEYING—The theory, use and adjustment of the transit and level; the computation of areas and volumes; farm and city survey; elements of topographic surveying. Problems with the tape, transit and level.

Prerequisite: G. E. D. 1 and 2; Math. 2.

Credit: 3 hours. One semester.

SURVEYING 2. HIGHER SURVEYING—The theory and use of the transit and plane-table in making topographic surveys; methods; topographic surveying.

Prerequisite: Surveying 1; Physics 1 and registration in Physics 2.

Credit: 3 hours. One semester.

**SLIDE-RULE**—Theory and use of the various types of slide-rule.

Prerequisite: Registration in Math. 2.

Credit: 1 hour. One semester.

**ENGINEERING SHOP 1. PATTERN SHOP PRACTICE AND MANAGEMENT**.—The work is presented as follows:

1. Simple patterns, molded wholly in the dray, involving draft, shrinkage, finish, and green sand cores.
2. Horizontal and vertical dry sand cores, and split patterns.
3. Segmental patterns, and patterns which are molded in flasks of three or more parts.
4. Loose pieces, and methods of setting cores above or below the parting surface.

Class exercises are used to teach the fundamentals after which students are given individual projects.

Credit: 3 hours. One semester.

**ENGINEERING SHOP 2. MACHINE SHOP PRACTICE AND MANAGEMENT**.—Three sessions of each week are spent in the shop and one session in the classroom. The shop work consists of making products which have an actual use value, and which embody the basic processes of machine shop practice, such as cylindrical and taper turning, thread cutting, gear cutting, rectilinear and angular work on shaper and planer, cylindrical and surface grinding, etc.

Classroom work covers the mathematics and technology of machine shop practice, the accepted types of standard machine tools, the nature of the materials worked and of the tools which work them, and something of the place of machine shop practice in history and in modern industrial life.

Credit: 3 hours. One semester.

## ENGLISH

ENGLISH 1-2. RHETORIC. Required of all freshmen. A course providing training and practice in oral and written composition.

Credit: 6 hours. Two semesters.

ENGLISH 3-4. AMERICAN LITERATURE. A study of American prose and poetry from Colonial times to the present.

Prerequisite: One year of college work desirable.

Credit: 4 hours. Two semesters.

ENGLISH 5-6. SURVEY OF ENGLISH LITERATURE—A study of English prose and poetry from Beowulf to the present.

Prerequisite: One year of college work desirable.

Credit: 6 hours. Two semesters.

ENGLISH 7. CONTEMPORARY LITERATURE—A study of contemporary drama, novel and poetry to enable students to form intelligent judgments of individual authors. Emphasis is placed on the literature since 1890.

Prerequisite: One year of college work.

Credit: 2 hours. One semester.

ENGLISH 8-9. BUSINESS LETTER WRITING—Correspondence, principles of business expression and psychological background. Practice in writing various types of letters and business reports. Study of current business letters, lectures and discussions.

Prerequisites: English 1-2.

Credit: 4 hours. Two semesters.

ENGLISH 10. DEBATE—A course involving both the theory and practice of argumentation, debate, and oral English.

Credit: 2 hours. One semester.

## GEOLOGY

**GEOLOGY 1. PRINCIPLES OF PHYSICAL GEOLOGY**—Emphasis is placed on the agencies of rock weathering, erosion, transportation and deposition, and on glaciation as it affects our local topography. A lecture course supplemented with visual materials.

Credit: 3 hours. One semester.

**GEOLOGY 2. PRINCIPLES OF PHYSICAL GEOLOGY**—A continuation of Geology 1 with emphasis placed upon topographic map studies and local field trips. Soil conservation will also be stressed.

Credit: 2 hours. One semester.

**GEOLOGY 3. PETROLOGY AND MINERALOGY**—A study of the materials of the Earth's crust and their local economic importance. A laboratory and lecture course stressing the identification of rocks and minerals.

Prerequisite: Either geology 1 or 2, or one semester of college chemistry.

Credit: 2 hours. One semester.

## GEOGRAPHY

**GEOGRAPHY 1. NORTH AMERICA**—A study of land forms, natural resources and population patterns of the continent with emphasis on United States.

Credit: 3 hours. One semester.

**GEOGRAPHY 2. ECONOMIC GEOGRAPHY**—The characteristics and distribution of man's economic activities, their relation and resources, and their significance in world trade.

Credit: 3 hours. One semester.

## HISTORY

**HISTORY 1-2. ENGLISH HISTORY**—A general course in English History from pre-historic times until the present. The stress is placed upon evolving culture patterns rather than upon conspicuous occurrences.

Credit: 6 hours. Two semesters.





GIRL'S GLEE CLUB

**HISTORY 3-4. AMERICAN HISTORY**—This is a general course in American History from the planting of the English colonies in America to the present. This course is aimed to make clear from many different points of view, how America has grown out of the European background into a world power with ideals, institutions and possibilities of its own.

Credit: 6 hours. Two semesters.

**HISTORY 5-6. HISTORY OF CIVILIZATION**—A survey of the history of civilization from earliest times to the present. The course is designed to make students familiar with the appearance and development of our present-day institutions and to give them a deeper appreciation of modern culture.

Credit: 6 hours. Two semesters.

## JOURNALISM

**JOURNALISM 1. INTRODUCTION TO JOURNALISM**—A brief study of the content, method and character of leading newspapers. Discussion on reporting, editing, feature writing, advertising, circulation and business management of the school paper.

Open to Freshmen.

Credit: 2 hours. One semester.

**JOURNALISM 2. INTRODUCTION TO JOURNALISM**—A continuation of the work begun in the first semester, some emphasis on mechanical processes.

Prerequisite: Journalism 1.

Credit: 2 hours. One semester.

## LANGUAGE

**LANGUAGE 1-2. ELEMENTARY FRENCH**—This course is offered for those who have had no French, or but one year of high school French. It consists of elementary grammar, pronunciation, reading of modern authors, composition and conversation.

Credit: 8 hours. Two semesters.

**LANGUAGE 3-4. ADVANCED FRENCH**—This course consists of rapid reading of modern prose, poetry and drama. Con-

versation, composition and a study of syntax are continued.

Prerequisite: Lang. 1-2 or equivalent.

Credit: 8 hours. Two semesters.

LANGUAGE 5-6. ELEMENTARY SPANISH—This course is offered for those who have had no Spanish or but one year of high school Spanish. It consists of elementary grammar, pronunciation, reading of modern authors, composition and conversation.

Credit: 8 hours. Two semesters.

LANGUAGE 7-8. ADVANCED SPANISH—This course consists of rapid reading of modern authors, magazines and newspapers, of grammar review, composition and conversation on topics of everyday life and customs in Spain and South America.

Prerequisite: Lang. 5-6 or equivalent.

Credit: 8 hours. Two semesters.

LANGUAGE 11-12. ELEMENTARY GERMAN—This course is offered for those who have had no German or but one year of high school German. It consists of elementary grammar, pronunciation, easy reading and simple conversation.

Credit: 8 hours. Two semesters.

LANGUAGE 13-14. ADVANCED GERMAN—This course consists of selections from standard prose writers, sight readings and composition. At the option of the instructor, works of general scientific character may be read in the second semester.

Prerequisite: Language 11-12 or equivalent.

Credit: 8 hours. Two semesters.

## MATHEMATICS

MATH. 0. ALGEBRA—A two hour course in algebra designed for Junior College students who have had only one year of high school algebra. It covers the third semester of high school algebra.

Prerequisite: Entrance algebra 1 unit; plane geometry 1 unit.

Credit: 2 hours. One semester.

MATH. 2. TRIGONOMETRY—The elements of plane trigonometry and their application including logarithms.

Prerequisite: Entrance algebra  $1\frac{1}{2}$  units; plane geometry 1 unit.

Credit: 2 hours. One semester.

MATH. 3. COLLEGE ALGEBRA—Advanced algebraic operations with application to practical problems.

Prerequisite: Entrance algebra  $1\frac{1}{2}$  units; plane geometry 1 unit.

Credit: 3 hours. One semester.

MATH. 4. ANALYTIC GEOMETRY—The subject of plane analytic geometry is covered with a view to its practical application to engineering problems. Three weeks are devoted to solid analytic geometry.

Prerequisite: Math. 2 and 3.

Credit: 5 hours. One semester.

MATH 5 and 6. CALCULUS—The principles of calculus are developed and applied to functions of one and of several variables.

Prerequisite: Math. 4.

Credit: 5 hours and 3 hours. Two semesters.

## MUSIC

MUSIC 1-2. MUSIC APPRECIATION—This course, by giving the student opportunity to hear many pieces of good music, purposes to enrich his experience, increase his enjoyment in music, and make him aware of the association of music with literature and art.

Open to Freshmen.

Credit: 4 hours. Two semesters.

MUSIC 3. INTRODUCTION TO HARMONY—The course consists of (a) study of scales, intervals and triads; (b) triad and chord connection up to and including the dominant 7th chord in regular resolutions.

Prerequisite: Knowledge of the keyboard equal to one year of study.

Credit: 2 hours. One semester.

MUSIC 4. HARMONY—A further study of the dominant 7th chord in irregular resolution and all inversions, and a study of 7th chords built on the 7th degree and also on the other degrees of the scale and their resolution and connections with other chords.

Prerequisite: Music 3 or its equivalent.

Credit: 2 hours. One semester.

MUSIC 5. ADVANCED HARMONY—A course consisting of (a) dominant 9th, and non-harmonic tones, and study of altered chords; (b) study of instrumentation; and (c) orchestration of some original or standard piece of work for full orchestra and conducted by the student.

Prerequisite: Music 4.

Credit: 2 hours. One semester.

MUSIC 6. CHOIR—This is a course in the study and performance of good classic song literature. It offers an opportunity for cultivating a taste for and appreciation of the best compositions in the field of vocal music. Open to men and women.

Prerequisite: Consent of the instructor.

Credit: One hour each semester. Two hours credit only allowed toward graduation.

MUSIC 7. MEN'S GLEE CLUB—Open to men for the study and performance of the best in men's choral literature. Sessions twice each week.

Prerequisite: Consent of the instructor.

Credit: One hour each semester. Two hours credit only allowed for graduation.

NOTE: Not more than a total of six semester hours credit in music, exclusive of harmony, will be allowed toward graduation.

## OFFICE PRACTICE

OFFICE PRACTICE 1—Instruction in the operation of office machines, such as: the mimeograph, liquid and gelatin duplicators, addressograph, and others; in the fundamentals of filing; and in the use of postal, telegraph, telephone, railroad, banking, and other business facilities are included in this course. Typing ability is extended to include legal documents, specifications, and advanced tabulation. Required rate of speed, 45 words a minute.

Prerequisite: Typewriting 1 and 2.

Credit: 3 hours.

OFFICE PRACTICE 2—Included in this course are advanced problems in machine production, practical work experience, and instruction in how to find a job and land it. Through supplementary reading, lectures, and trips to business concerns, students are acquainted with current office practices and procedures. The development of employable personalities and understandings and appreciations of the American way of doing business are emphasized.

Prerequisite: Office Practice 1.

Credit: 3 hours.

## PHILOSOPHY

INTRODUCTION TO PHILOSOPHY. The purpose of this course is to aid the student to achieve an overview of the field of philosophy, to become familiar with the vocabulary of philosophical literature, to be able to read and discuss philosophical literature, to become informed on the lives and writing of the great philosophers, to view the world as a whole, and to cultivate reflection.

Prerequisite: Open to second semester sophomores only.

Credit: 3 hours. One semester.

## PHYSICAL EDUCATION FOR MEN

PHYSICAL EDUCATION 1-2. Class work will depend on the interests of the students choosing this course. Class work will be given in calisthenics, mass games, apparatus work, tumb-



ling, pyramids, and fundamentals in basketball, baseball, and track.

Members of the Varsity Athletic Teams may be excused from gymnastic work during the season they are playing.

Credit:  $\frac{1}{2}$  hour each semester.

PHYSICAL EDUCATION 3-4. A continuation of Physical Education 1-2.

Credit:  $\frac{1}{2}$  hour each semester.

## PHYSICAL EDUCATION FOR WOMEN

PHYSICAL EDUCATION 1-2. 27 hours actual participation in at least three of the following activities: Ballroom Dancing, Baseball, Basketball, Bowling, Co-recreation Sports, Fencing, Golf, Hockey, Orchesis, Riding, Swimming, Tap Dancing, Tennis.

Credit:  $\frac{1}{2}$  hour each semester.

PHYSICAL EDUCATION 3-4. A continuance of Physical Education 1-2.

Credit:  $\frac{1}{2}$  hour each semester.

## PHYSICS

PHYSICS 1. MECHANICS, MOLECULAR PHYSICS AND HEAT. Lectures, classroom demonstration, recitations, and written exercises. Primarily for students of engineering, science, and medicine. First Semester: 3 days each week.

Laboratory experiments, problems, and quizzes on the above class work. First semester: 2 days each week.

Prerequisite: Math. 2, Math. 3, and high school physics.

Credit: 5 hours. One semester.

PHYSICS 2. ELECTRICITY, SOUND AND LIGHT. A continuation of Physics 1. Second semester: 3 days each week.

Laboratory experiments, problems, and quizzes on the above class work. Second semester: 2 days each week.

Prerequisite: Physics 1.

Credit: 5 hours. One semester.

## PHYSIOLOGY AND HYGIENE

**PHYSIOLOGY AND HYGIENE.** Lectures, demonstrations, and discussions on the general aspects of human anatomy and physiology. Illustrated by skeletons, manikins, anatomical models, histological preparations and demonstrative dissection of domestic animals. The amount of hygiene in this course is equivalent to that given in the ordinary two semester hour college course.

Open to Freshmen.

Credit: 5 hours. One semester.

## POLITICAL SCIENCE

**POLITICAL SCIENCE 1. AMERICAN NATIONAL GOVERNMENT—**A study of the National Government of the United States. A brief examination of fundamental principles of political science is followed by a study of the Constitution and the nature of the Union, of citizenship, its duties and privileges, and the structure and functioning of the national government.

Credit: 3 hours. One semester.

**POLITICAL SCIENCE 2. AMERICAN STATE AND LOCAL GOVERNMENT—**A study of American State and Local Government. Particular attention is paid to the government of the State of Illinois, Will County, the City of Joliet, and of other local governing units.

Credit: 3 hours. One semester.

## PSYCHOLOGY

**PSYCHOLOGY 1. GENERAL PSYCHOLOGY—**Deals with the fundamental aspects of mental activity. This course is planned to acquaint the student with the facts, principles, methods and general theories of adult human psychology. The course will consist of lectures, readings, discussions and simple laboratory experiments.

Prerequisite: One year of college work. Not open to those who have had educational psychology.

Credit: 3 hours. One semester.

**PSYCHOLOGY 2. EDUCATIONAL PSYCHOLOGY** A general treatment of the fundamental questions of mental life with special emphasis upon the application of psychological principles to the science and art of teaching. Lectures, readings and simple laboratory experiments.

Prerequisite: Psychology 1.

Credit: 3 hours. One semester.

**PSYCHOLOGY 3. PSYCHOLOGY IN USE**—Application of the basic principles of general psychology to such every day problems as safety, education, case work, and the personnel problems of business and industry.

Prerequisite: Psychology 1.

Credit: 3 hours. One semester.

## **SOCIOLOGY**

**INTRODUCTION TO SOCIOLOGY**—A beginning course in sociology to acquaint the student with the terminology and processes of the sociologist. The evolution of social units, and the relationship of geography to race population and society is developed. This is followed by a study of social organization and its processes of change, control and re-organization. The student is helped to realize the forces involved in the development and modification of our social institutions.

Prerequisite: Sophomore standing.

Credit: 3 hours. One semester.

## **SPEECH**

**SPEECH 1. PRINCIPLES OF SPEECH**—Speech composition, delivery—the proper co-ordination between mind, body and voice—and how to hold the attention and interest of an audience are emphasized. Skill in interpreting the thoughts of other writers and sharing them with an audience is developed. Students are taught to recognize the basic similarities and differences between the various fields of speech, public speaking, interpreting and acting. The course is intended

to serve the non-specializing student as well as to lay a foundation in theory and practice for the student intending to specialize in speech.

Prerequisite: None.

Credit: 3 hours. One semester.

**SPEECH 2. PRINCIPLES OF SPEECH**—The course continues the work of Speech 1 with emphasis on speech construction.

Prerequisite: Speech 1.

Credit: 3 hours. One semester.

**SPEECH 3. ORAL INTERPRETATION OF LITERATURE**—Skill in interpreting the thoughts of great creative writers and sharing them with an audience are developed. Analysis and oral reading of prose literature and verse are emphasized.

Prerequisite: None.

Credit: 2 hours. One semester.

## STENOGRAPHY

**STENOGRAPHY 1. BEGINNING SHORTHAND**—In this first course the student learns the principles involved in the writing of legible Gregg Shorthand and acquires enough facility in writing to take dictation at 40 words a minute. Mastery of brief forms is emphasized.

Credit: 3 hours (if Stenography 2 is satisfactorily completed).

**STENOGRAPHY 2. BEGINNING DICTATION AND TRANSCRIPTION**—In the second course the student increases his Shorthand writing rate. Transcription of shorthand notes on the typewriter is introduced. Transcription on the typewriter in a mailable form of dictation taken at 60 words a minute is required.

Prerequisite: Stenography 1.

Credit: 3 hours.

**STENOGRAPHY 3. ADVANCED DICTATION AND TRANSCRIPTION**—This course is open to those who wish to develop the ability to take dictation and transcribe at a minimum rate necessary for vocational use. A review of grammar, sentence structure, punctuation, and spelling is included in the devel-

opment of the ability to produce a mailable transcript. Mailable transcription of 80-word dictation is required.

Prerequisite: Stenography 1 and 2.

Credit: 3 hours.

#### STENOGRAPHY 4. SPEED DICTATION AND TRANSCRIPTION.

In this course emphasis is placed on the acquisition of a large shorthand vocabulary. Dictation of technical vocabularies, excerpts from court reporting, congressional records, and Civil Service material serves to increase the student's shorthand writing ability. Dictation at from 100 to 120 words a minute, transcribed in mailable form, at approximately two-thirds of typing copy rate is required.

Prerequisite: Stenography 3.

Credit: 3 hours.

### TYPEWRITING

TYPEWRITING 1. BEGINNING TYPEWRITING—This course is designed to acquaint the student with the keyboard, mechanical parts of the typewriter, and the proper technique of typewriting. Typing ability sufficient for personal use in preparing manuscripts or term papers, simple tabulation, and short letter writing is developed.

Credit: 3 hours.

TYPEWRITING 2. ADVANCED TYPEWRITING—The acquisition of knowledge and skill needed for vocational use of typewriting is stressed in this course. This skill is applied to more advanced problems, such as: typing of different styles of business letters, copying from rough drafts, making carbon copies, addressing envelopes, typing invoices, telegrams, postal cards, etc. Required typing rate is 35 words a minute.

Prerequisite: Typewriting 1.

Credit: 3 hours.

## ZOOLOGY

**ZOOLOGY 1. GENERAL ZOOLOGY**—This course is designed to teach the fundamental principles of each of the major divisions of zoology, giving the standard facts of structure, physiology, embryonic development, ecology, geographical distribution and paleontology, and those things necessary for the medical student's correlation as well as for those who desire a foundation for advanced work in this branch of science.

Credit: 5 hours. One semester.

**ZOOLOGY 2. COMPARATIVE ANATOMY OF THE VERTEBRATES**—This course is designed for students in medicine, physical education, and biology. It will consist of lectures, collateral reading, and laboratory dissections. Five vertebrate forms will be dissected, comparing their anatomy with that of man.

Credit: 5 hours. One semester.

**ZOOLOGY 3. VERTEBRATE EMBRYOLOGY**—Study of stages in early development of pig and chick. Required for zoology majors and pre-medical students. Lectures and laboratory work.

Prerequisites: Zoology 1 and Zoology 2.

Credit: 5 hours. One semester.







